

**School Bus Driver Safety Education Program
Section 74 of the State School Aid Act**

**2005-2006 APPLICATION &
INSTRUCTIONS FOR SM-4890-A**

**Michigan Department of Education
Grants Coordination and School Support
Grants Administration & Coordination Unit**

Filing Deadline: June 24, 2005

INSTRUCTIONS

Application

Intermediate School Districts (ISD), Community Colleges or State Universities serving as the fiscal agent responsible for organizing, scheduling, and providing/contracting for the School Bus Safety Education courses complete the “Applicant” section and all other information requested in Sections I – VI of the application. This application is for school year 2005-06 (July 1, 2005 through June 30, 2006).

Eligibility

Eligible agencies are defined as state-supported colleges, universities, or intermediate school districts (ISD’s).

Section I: Specific Information (Page 1)

- If your agency is an ISD, indicate whether this application is being submitted as a single ISD, or you are serving as the fiscal agent for a consortium of ISDs.
- If your agency is a state-supported community college or university, indicate whether this application is being submitted as a fiscal agent for a consortium of ISDs.

Section II: ISD and State College/University Eligibility to Provide Training for School Bus Drivers and Supervisors (Pages 2-3)

- This section identifies the terms and conditions of the agreement. It identifies the role and responsibilities of the approved agency acting on its own or as fiscal agent for a consortium of ISDs providing school bus driver safety education programs in an area or region. In addition, it identifies the role and responsibilities of the Michigan Department of Education (MDE) in granting Section 74 State School Aid Act funds for the purpose of training school bus drivers and supervisors.

Section III: Certification For Participation In a Consortium (Page 4)

- Page 4 may be duplicated as needed.
- The authorized representative of the designated fiscal agent for the consortium must be the Superintendent of the ISD, President of the state-supported community college or university, or his/her designee.
- Each ISD participating in the consortium must designate an authorized representative to sign the consortium certification form. By signing the form, the participating ISD certifies that the information contained in this application is correct and complete and that the participating ISD has authorized the fiscal agent to file this application. **NOTE: An ISD may only participate as a member in one consortium. If a single ISD serves as its own fiscal agent, it may not also participate in a consortium.**

Section IV: Assurances and Certifications (Page 5)

- Page 5 must be signed and included in the application when it is submitted to the Michigan Department of Education (MDE).
- The Superintendent of the ISD, President of the state-supported community college or university, or an authorized official of the applicant agency is required to sign Page 5 of the application as a contract between the ISD/state-supported college, or university and the Department, and the acceptance of the terms, conditions, assurances, and certifications included in the application.

Section V: Budget Summary (Page 6)

- Type legal name of ISD/state-supported college or university and recipient code/district code used in all transactions with the Department.
- Report projected cost for each course planned/scheduled to be offered from July 1, 2005 through June 30, 2006:

Column 2 – Projected No. of Trainees by Course Type

Report all estimated number of enrollees in each course type, **separating in A and B rows** those who are eligible for wage and cost reimbursement under the requirements of MCL 257.1851 (public and nonpublic school bus drivers) and those who are not.

A: Trainees associated with reimbursable wages and course cost requirements of Section 51 of 1990 PA 187 (MCL 257.1851); and for whom the training agency is eligible for course costs under Section 74 of the State School Aid Act (MCL 388.1674).

B: Trainees NOT associated with reimbursable wages and course cost requirements of Section 51, but for whom the training agency is eligible for course costs under Section 74.

Column 3 – Projected No. of Courses Offered

Report the number of Beginning School Bus Driver, Continuing Education and Supervisor courses expected to be offered during the 2005-06 school year by type.

Column 4 – Hours Per Course

In accordance with the application criteria, **each Beginning School Bus Driver Safety Education course must be a minimum of 18 hours**. Indicate in this column if the agency is proposing to offer the minimum or a greater number of hours. Funds available are insufficient to support more than the mandatory 6 hours of instruction for the Continuing Education and Supervisor courses.

Column 5 - Estimated Driver/Supervisor Hourly Rate

Please be as accurate as possible in computing this rate. It is strongly recommended that a weighted average be used to compute the rate. This data will be used for budget projections and to respond to legislative inquiry. Requesting this information does not presume that all enrollees are eligible for wage and cost reimbursement (see instructions for Columns 6 and 7).

Column 6 - Estimated Driver Wages to be Paid

Report projected total wages to be paid by local and intermediate school districts, public school academies, and nonpublic schools meeting MDE Reporting Requirements for drivers attending school bus driver/supervisor training courses during the period, to be reimbursed in accordance with the requirements of 1990 PA 187, Section 51. **Wages of supervisors should only be included if the supervisor is also a qualifying driver.**

Column 7 – Estimated Trainee Reimbursable Course Costs

Report estimated amounts to be reimbursed to eligible schools for tuition/fees paid on behalf of their school bus drivers/supervisors during the period.

Column 8 – Projected Total Instructional Costs

Report projected **TOTAL** Instructional Costs, **as outlined in the projected cost detail provided on page 7– Projected Instructional Cost of Driver/Supervisor Instruction** related to instruction for Beginning School Bus Driver, Continuing Education and/or Supervisor courses.

Column 9 – Projected Total Expenses

Sum of Columns 6 – 8. This column represents all eligible expenses projected for Section 74 funding.

Section V: Projected Instructional Cost of Driver/Supervisor Instruction (Page 7)

Report all expenditures and costs projected in relation to instructions for Beginning School Bus Driver, Continuing Education, and/or Supervisor courses in accordance with the requirements of MCL 257.1851, except driver wage and course cost reimbursement to districts already included in the Budget Summary. Only report expenditures associated with the purpose of MCL 388.1674(2). Do **not** include expenses related to other courses or activities.

- Include such items as instructional, secretarial and other administrative support costs related to scheduling, developing, and offering each school bus driver safety education course. Salaries, fringes, travel, printing cost, etc., related to curriculum and instruction should be reported in this section under the appropriate column heading in accordance with the *Michigan Public School Accounting Manual*. The manual may be found on the Department web page at www.michigan.gov/mde. (Select the “Keywords” link at the top of the page, and scroll down to the link to the manual.)
- **All applicant agencies should include \$1,000 for curriculum development in their budget projections.**
- Actual expenditures and revenue will eventually be reported by the business office electronically in the *Financial Information Database* MEIS application as part of the agency’s overall financial reporting. Projected costs, therefore, should be aligned with the applicable function and object code areas found in the *Michigan Public School Accounting Manual* (Bulletin 1022).
- **Deduct Expected Tuition (Revenue):** Record in the appropriate boxes shown on page 7, 100% of expected tuition/fees to be received *only* for participants for whom a public or nonpublic school is eligible for cost reimbursement in accordance with Sections 51 and 74. Do not report tuition or revenue to be received from other participants or employers.
- **Expenditure Detail Reporting:** All applicant agencies awarded Section 74 funding will be required to provide additional detail to support actual expenditure amounts after the close of the application period. This information will be used to analyze the costs of school bus driver and supervisor training across the state and make possible recommendations for future training and/or legislative appropriation. Applicants should also be prepared to provide verification of all reported expenditures and any other documentation that may be requested by MDE or by agency audit. This may include such items as support detail for claimed percentages of salaries, amounts paid to schools in reimbursement for driver wages and instructional costs, and participant rosters.

Section VI: Training Plan (Page 8)

- List Beginning School Bus Driver, Continuing Education, and/or Supervisor courses, which have been scheduled or projected to be offered during the period of July 1, 2005 – June 30, 2006. Courses should be listed by title, including date, location, and number of participants projected to attend each scheduled or projected course.

Mailing Instructions:

- **Deadline for submission is June 24, 2005.** Return **two (2) completed application sets** (SM-4890-A, Section 74 School Bus Driver Safety Education Program Application, including Sections I-VI) with **original signatures of an authorized official** to:

**Michigan Department of Education
P.O. Box 30008
Lansing, Michigan 48909
Attention: Grants Administration & Coordination**

Contact:

- **If you have questions, please call (517) 373-6388.**